

RD AN No. 4197 (1901-E)
June 9, 2006

SUBJECT: USDA Nondiscrimination Statement Requirements for Recipients

TO: National Office Officials
Rural Development State Directors

ATTN: Rural Development Program Directors, State Civil Rights Managers and
Coordinators, Administrative Program Directors, and Management Control
Officers

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to instruct the field staff to inform recipients of the U.S. Department of Agriculture's (USDA) policy to print the nondiscrimination statement on all materials (print and nonprint) for public information.

COMPARISON WITH PREVIOUS AN:

This AN replaces RD AN No. 4004, which expired September 30, 2005. The previous AN addressed the Multi-Family Housing Preservation Grant Program, only. This AN will address all of Rural Development's programs.

IMPLEMENTATION RESPONSIBILITIES:

USDA issued Departmental Regulation 4300-3, dated, November 16, 1999, which establishes a policy to ensure positive and continued notification of USDA's equal opportunity policy to the public.

It is USDA's policy: "that no person shall be discriminated against on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs). This policy will be communicated to the public through all appropriate USDA public information channels, in English or languages appropriate to the local population and in alternative means of communication (Braille, large print, audiotape, etc.)."

EXPIRATION DATE:
June 30, 2007

FILING INSTRUCTIONS:
Preceding RD Instruction 1901-E

The nondiscrimination statement shown below shall be posted in all recipient offices, and included, in full, on all materials regarding such recipients' programs that are produced by the recipients for public information, public education, and public distribution.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).”

If the material is too small to permit the full statement to be included, the material will at a minimum, include the statement in print size no smaller than the text, that: ***“This institution is an equal opportunity provider, and employer.”***

To comply with DR 4300-3, Section 7b(2), and RD Instruction 1901-E, each State Director should notify recipients in writing of their responsibility to disseminate the above information, and the recipient must ensure that the nondiscrimination statement is printed on all materials, print and nonprint (brochures, pamphlets, newspaper advertisements, news releases, outreach letters, letterhead, audio, video, internet, and etc.).

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management

Sent by electronic mail on 07-17-06 at 2:00p.m. by CRS.

Rural Development State Directors and National Office Officials should advise other personnel as appropriate.

Unit	Initial and Date	Unit	Initial and Date

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